



Franklin County  
Department of Job & Family Services  
1721 Northland Park Ave.  
Columbus, Ohio 43229

## **J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Social Service Specialist  
(Bargaining)

**PCN:** 100727

**DEPARTMENT/Location:** Childcare Certification/ Northland

**P. R.:** O10

**REPORTS TO:** Social Service Supervisor

**RESPONSIBILITIES:** Recruit potential day care home providers and day care aides. Conduct initial interviews with providers to inform them of mandatory requirements. Negotiate provider contract. Conduct periodic home visits to child-care provider's facilities. Prepare performance summaries on providers. Complete paper work required for day care home providers. Maintain necessary files and reports. Provide assistance to providers and clients in problem solving. Up-date training records and monitor itinerary sheets to assure proper payment. Provide educational and technical assistance to providers concerning various children subjects. Serve as a liaison between the provider and area workshops and aid in investigations.

**MINIMUM QUALIFICATIONS:** An Associate's degree in early childhood education or related field is required; supplemented by two (2) years of experience in early childhood education, social services or related field; or any equivalent combination of training and experience.

**STARTING SALARY:** \$15.87 per hour, 180 day probationary period.  
Plus a Comprehensive Benefits Package

**DATE POSTED:** Wednesday, June 25, 2014

**DEADLINE TO APPLY FOR INTERNAL APPLICANTS:** Tuesday, July 1, 2014

**DEADLINE TO APPLY FOR EXTERNAL APPLICANTS:** Tuesday, July 8, 2014

If interested, please go to [www.franklincountyohio.gov/Commissioners/hr](http://www.franklincountyohio.gov/Commissioners/hr) and apply on-line.

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